

## Adding Candidates

Adding a candidate into TotalVote begins with selecting the correct election in which the voter will be a candidate in. If you have not created the election yet in TotalVote, you will need to create an election prior to adding candidates. To create an election, choose **Elections** from the **Elections** drop-down menu.

SECRETARY OF STATE  
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Hi Brandon ! [ [Log Out](#) ]  
State  
534,190 Active Voters  
[General Election - 12/3/2013](#)

Home Voter Reports **Elections** State Utilities

Quick Search [ ] [ ] [ ] Go

Last Name First Name Bar Code/Voter ID

Welcome to TotalVote

County: [Select](#)

Print

Print

**Elections** dropdown menu options:  
Polling Places  
**Elections**  
Races  
Export to Synergy  
Returns  
Canvass  
Returns Administration  
Master Races  
Process Winners and Races

Your screen should look similar to the picture below. (Every county will look different, as the elections are unique to your county). The screen shot below was taken from the TotalVote test site and shows many elections that are used for testing purposes. Your screen should not be as full.

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State  
534,190 Active Voters  
[General Election - 12/3/2013](#)

Home Voter Reports **Elections** State Utilities

Quick Search [ ] [ ] [ ] Go

Last Name First Name Bar Code/Voter ID

[+ Add new record](#) [Refresh](#)

Election Name	Type	Date		
2014 Primary Election	Primary	06/03/2014	<a href="#">Select</a>	<a href="#">Edit</a>
General Election	General	12/03/2013	<a href="#">Select</a>	<a href="#">Edit</a>
Brookings School District Bond Election	School	11/12/2013	<a href="#">Select</a>	<a href="#">Edit</a>
City of Lead	Municipal	11/05/2013	<a href="#">Select</a>	<a href="#">Edit</a>
General	General	11/05/2013	<a href="#">Select</a>	<a href="#">Edit</a>
Testing	General	10/08/2013	<a href="#">Select</a>	<a href="#">Edit</a>
Testing Two	Primary	09/30/2013	<a href="#">Select</a>	<a href="#">Edit</a>
Test	General	09/16/2013	<a href="#">Select</a>	<a href="#">Edit</a>
City Test	Municipal	08/23/2013	<a href="#">Select</a>	<a href="#">Edit</a>
School Test	School	08/22/2013	<a href="#">Select</a>	<a href="#">Edit</a>
Friday Election (test)	General	08/16/2013	<a href="#">Select</a>	<a href="#">Edit</a>
2013 Aberdeen School	School	07/16/2013	<a href="#">Select</a>	<a href="#">Edit</a>
Run Off	Municipal	06/25/2013	<a href="#">Select</a>	<a href="#">Edit</a>
2013 Frederick City	Municipal	06/18/2013	<a href="#">Select</a>	<a href="#">Edit</a>
2013 Watertown Municipal/School Board	Combined	06/18/2013	<a href="#">Select</a>	<a href="#">Edit</a>
Pierre Municipal/School Board	Combined	06/04/2013	<a href="#">Select</a>	<a href="#">Edit</a>
Harding County School Board	School	06/04/2013	<a href="#">Select</a>	<a href="#">Edit</a>
Rapid City Municipal/School Board	Combined	06/04/2013	<a href="#">Select</a>	<a href="#">Edit</a>
Aberdeen Municipal	Municipal	06/04/2013	<a href="#">Select</a>	<a href="#">Edit</a>
Mitchell School Board	School	06/04/2013	<a href="#">Select</a>	<a href="#">Edit</a>

K < 1 2 3 > X Page size: 20 49 items in 3 pages

Using the screen shot on the previous page, if the election has already been created, select the appropriate election by clicking on **Select** (red box). After you have clicked on **Select**, the election that you selected will be highlighted in yellow. If the election has not been created, click on **Add new record** (green box).

Then, in the **Add new record** box, enter the appropriate information and click on **Insert**. Please note that when the **Date** of the election is entered, the **Registration Closed**, **Absentee Open** and **Absentee Closed** fields will be automatically populated with dates associated with a federal election. If you are running an election for a local jurisdiction (municipal, school, etc.), you will need to change the dates accordingly.

The screenshot shows the top navigation bar with the Secretary of State logo and name, a 'TOTAL VOTE' logo, and user information: 'Hi Brandon ! [ Log Out ]', 'State', '534,190 Active Voters', and 'General Election - 12/3/2013'. Below the navigation bar is a 'Quick Search' section with input fields for 'Last Name', 'First Name', and 'Bar Code/Voter ID', and a 'Go' button. The main section is titled '+ Add new record' and contains a form with the following fields: 'Election Name', 'County' (dropdown menu), 'Type' (dropdown menu), 'Date' (calendar icon), 'Registration Closed' (calendar icon), 'Absentee Open' (calendar icon), and 'Absentee Closed' (calendar icon). At the bottom of the form are 'Insert' and 'Cancel' buttons. A 'Refresh' button is located at the top right of the form area.

Once the election is created, you will be brought to the **Races** screen.

The screenshot shows the 'Races' screen. The top navigation bar is the same as the previous screenshot. Below the navigation bar is a 'Quick Search' section with input fields for 'Last Name', 'First Name', and 'Bar Code/Voter ID', and a 'Go' button. The main section is titled '+ Add New Race' and contains a table with the following columns: 'Ballot Title', 'Vote For', 'Term', 'District Type', 'District', 'Is Primary Partisan', 'Is Primary NonPartisan', 'Is General', 'Is Secondary', 'Is Special', and 'In Election'. The table is currently empty, and a message 'No records to display.' is shown below it. A 'Set Candidate Order' button is located above the table. A 'Refresh' button is located at the top right of the table area. A green box highlights the 'General Election - 12/3/2013' link in the top right corner of the page.

As you can see in the screen shot above, there are no races added yet for the election selected. You will see that election selected is the **General Election – 12/3/2013** (green box). Now you can begin to add candidates or ballot questions. To add a candidate, first search for the voter in either the **Quick Search** or **Data Generator**. After you search and select the appropriate voter, you will add the voter to a race from the actual voter record.

Once you have selected the appropriate voter that you would like to add to a race, select the **Add To Race** (red box) tab.

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Hughes  
11,042 Active Voters  
General Election - 12/3/2013

Home Voter Reports Elections County Utilities

Quick Search [ ] [ ] [ ] [ Go ]

Last Name First Name Bar Code/Voter ID

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	County	Last Voted	Go to Scan Page
593968	< Skywalker, Luke >	01234567	1234	06/15/1981	32	10/25/2013	Active	REP	Hughes		

Voter Info Edit Voter Absentee Voter History Validate Imaging Change Log Notifications **Add To Race**

Close Dymo Label Absentee Request Vote In Person

Residence Address City State Zip County  
119 River Rd Pierre SD 57501-5218 Hughes

Mailing Address City State Zip  
119 River Rd Pierre SD 57501-5218

Personal Email Telephone Split  
[ ] (605) 280-8701 36003101 ☐ Poll Worker Int

Original Reg. Date  
10/25/2013

Source of Registration  
In person at Auditor office

Notes: [ ]

Code	Name
31	PRE-Precinct-31
24	SEN-Dist-24
24	HOU-Dist-24
Pierre	MUN-Pierre City
322	SCH-Pierre School District 32-2

Name	Address	City	State	Instructions
#31-Pierre Poplar Avenue Fire Station	721 N. Poplar	Pierre	SD	

Ballot	Date	Election
General Test	11/05/2013	General

The fields on the **Add To Race** tab are populated based off of the voter's registration information. For example: Party, First Name, Middle Name, Last Name, Suffix, Residence Address, City, State and Zip are already populated if there is information for that voter (see below).

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Quick Search [ ] [ ] [ ] [ Go ]

Last Name First Name Bar Code/Voter ID

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	County	Last Voted	Go to Scan Page
593968	< Skywalker, Luke >	01234567	1234	06/15/1981	32	10/25/2013	Active	REP	Hughes		

Voter Info Edit Voter Absentee Voter History Validate Imaging Change Log Notifications Add To Race

Races - Select a race - District [ ] Party Republican Filing Date 10/25/2013


Candidate name and address as it will appear on the ballot. Change if needed.

First Name Luke Middle Name [ ] Last Name Skywalker Suffix [ ]

Residence Address 119 River Rd City Pierre State SD Zip 57501-5218


Add To Race  
Go To Races

To start, select the race in which the candidate is running for by selecting the appropriate race from the **Races** drop-down menu. In the drop-down menu, there are 5 columns that tell you what you are selecting. The first column is the **Added** column and this column simply tells you if the race has been added or not. The next column is the **Race** column. The third column is the **Vote For** column which explains how many offices there are, followed by the **Term** column. The last column is the **DistrictType** column which tells you which district the race is for (i.e. Ward, County, etc.). For this example, I will select County Auditor (red box), voter for 1 for a 4 year term.



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General Election - 12/3/2013

Home Voter Reports Elections County Utilities

Quick SearchGo

Last Name
First Name
Bar Code/Voter ID

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	County	Last Voted	Go to Scan Page
593968	◀ Skywalker, Luke ▶	01234567	1234	06/15/1981	32	10/25/2013	Active	REP	Hughes		

Voter Info
Edit Voter
Absentee
Voter History
Validate
Imaging
Change Log
Notifications
Add To Race

Races County Commissioner

District

Party Republican

Filing Date 10/25/2013


Added	Race	Vote For	Term	DistrictType
No	Alderman	1	4	WAR
No	Conservation District Supervisor, Rural Landowner or Occupier	2	4	SCD
No	Conservation District Supervisor, Rural Landowner or Occupier	2	2	SCD
No	Conservation District Supervisor, Rural Landowner or Occupier	1	4	SCD
No	Conservation District Supervisor, Rural Landowner or Occupier	1	2	SCD
No	Conservation District Supervisor, Taxpayer of Real Property	1	4	SCD
No	Conservation District Supervisor, Taxpayer of Real Property	1	2	SCD
No	Conservation District Supervisor, Urban Area	1	4	SCD
No	Conservation District Supervisor, Urban Area	1	2	SCD
No	County Auditor	1	4	CTY
No	County Auditor	1	2	CTY
No	County Auditor/Register of Deeds	1	4	CTY
No	County Auditor/Register of Deeds	1	2	CTY
No	County Commissioner	1	4	CTY
No	County Commissioner	1	2	CTY
No	County Commissioner At Large	3	4	CTY
No	County Commissioner At Large	2	4	CTY
No	County Commissioner At Large	1	4	CTY
No	County Commissioner At Large	3	2	CTY
No	County Commissioner At Large	2	2	CTY
No	County Commissioner At Large	1	2	CTY
No	County Coroner	1	4	CTY

Last Name Skywalker Suffix

State SD Zip 57501-5218


If the race is non-political, the **Party** field will change from their political party to **NON** for non-political. Their political party will not actually change on their voter record, only on the **Races** screen for that particular election.

Since I selected County Auditor, the **District** will remain blank because that race affects the entire county. The **Filing Date** is populated with today's date. If the candidate wants their name to appear on the ballot as something different from their voter registration information, you will make the change in the **First Name**, **Middle Name**, **Last Name** and **Suffix** fields. For example, I will change Luke Skywalker (red box) to L. "Jedi" Skywalker (green box).



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General Election - 12/3/2013

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Quick Search

Last Name

First Name

Bar Code/Voter ID

Go

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	County	Last Voted	Go to Scan Page
593968	< Skywalker, Luke >	01234567	1234	06/15/1981	32	10/25/2013	Active	REP	Hughes		

[Voter Info](#)
[Edit Voter](#)
[Absentee](#)
[Voter History](#)
[Validate](#)
[Imaging](#)
[Change Log](#)
[Notifications](#)
[Add To Race](#)

Races County Auditor
District 
Party Republican
Filing Date 10/25/2013

Candidate name and address as it will appear on the ballot. Change if needed.

First Name Luke

Middle Name

Last Name Skywalker

Suffix


Residence Address 119 River Rd

City Pierre

State SD


Zip 57501-5218

[Add To Race](#)
[Go To Races](#)



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General Election - 12/3/2013

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Quick Search

Last Name

First Name

Bar Code/Voter ID

Go

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	County	Last Voted	Go to Scan Page
593968	< Skywalker, Luke >	01234567	1234	06/15/1981	32	10/25/2013	Active	REP	Hughes		

[Voter Info](#)
[Edit Voter](#)
[Absentee](#)
[Voter History](#)
[Validate](#)
[Imaging](#)
[Change Log](#)
[Notifications](#)
[Add To Race](#)

Races County Auditor
District 
Party Republican
Filing Date 10/25/2013

Candidate name and address as it will appear on the ballot. Change if needed.

First Name L.

Middle Name "Jedi"

Last Name Skywalker

Suffix

Residence Address 119 River Rd

City Pierre

State SD

Zip 57501-5218

[Add To Race](#)
[Go To Races](#)

After you have made the necessary changes, click on the **Add To Race** button. After you have added the candidate to the race, you will see a message appear below the **Go To Races** link. For this example “Voter Luke Skywalker Added to Race County Auditor. Please click Go To Races to edit this candidate.” appeared below after adding the candidate to the race (blue box).

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General Election - 12/3/2013

Home Voter Reports Elections County Utilities

Quick Search

Last Name First Name Bar Code/Voter ID

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	County	Last Voted	Go to Scan Page
593968	< Skywalker, Luke >	01234567	1234	06/15/1981	32	10/25/2013	Active	REP	Hughes		

Voter Info Edit Voter Absentee Voter History Validate Imaging Change Log Notifications Add To Race

Races County Auditor District Party Republican Filing Date 10/25/2013

Candidate name and address as it will appear on the ballot. Change if needed.

First Name L Middle Name "Jedi" Last Name Skywalker Suffix  
Residence Address 119 River Rd City Pierre State SD Zip 57501-5218

[Go To Races](#)

Voter Luke Skywalker Added to Race County Auditor. Please click Go To Races to edit this candidate.

Once you have added the candidate to the race, you can scan in the candidate’s petitions by going to the **Go to Scan Page** and select **Petition** (orange box). Once you get to the Scan page, you can scan in the petitions like you would for anything else that you would want to scan into TotalVote.

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11,042 Active Voters  
General Election - 12/3/2013

Home Voter Reports Elections County Utilities

Quick Search

Last Name First Name Bar Code/Voter ID

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	County	Last Voted	Go to Scan Page
593968	< Skywalker, Luke >	01234567	1234	06/15/1981	32	10/25/2013	Active	REP	Hughes		<input type="button" value="Go to Scan Page"/> <ul style="list-style-type: none"> <li>Petition</li> <li>Obituary</li> <li>Miscellaneous</li> <li>Voter Registration</li> <li>Voter Cancellation</li> <li>Absentee</li> </ul>

Voter Info Edit Voter Absentee Voter History Validate Imaging Change Log Notifications Add To Race

Races County Auditor District Party Republican Filing Date


Candidate name and address as it will appear on the ballot. Change if needed.

First Name L Middle Name "Jedi" Last Name Skywalker Suffix  
Residence Address 119 River Rd City Pierre State SD Zip 57501-5218

[Go To Races](#)


Voter Luke Skywalker Added to Race County Auditor. Please click Go To Races to edit this candidate.

On the Races screen, you will now see that L. “Jedi” Skywalker has been added to the County Auditor race in Hughes County for the General Election on 12/3/2013.



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11,042 Active Voters

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Quick Search

Last Name

First Name

Bar Code/Voter ID

Go

State

County

Ballot Questions

Ballots

Set Candidate Order

+ Add New Race

Refresh

Ballot Title	Vote For	Term	District Type	District	Is Primary Partisan	Is Primary NonPartisan	Is General	Is Secondary	Is Special	In Election		
County Auditor	1	4	CTY		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Edit</a>

Refresh

Title	First	Middle	Last	Suffix	Incumbent	Filing Date	Party	FIS	FIS Updated	Ballot Order	Winner		
	L.	"Jedi"	Skywalker		<input type="checkbox"/>	10/25/2013	REP				<input type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Edit</a>

Repeat these same steps to add other candidates to a race. If the race has already been added, the next time you add a candidate to that race; the race will be at the top of the **Races** drop-down menu and will be highlighted in grey. You will also notice that in the **Added** column, No was changed to Yes.

Races

District

Party

Filing Date

Added

Race

Vote For

Term

DistrictType

Candidate name and address

First Name

Residence Address

No

County Auditor

1

4

CTY

No

Alderman

1

4

WAR

No

Conservation District Supervisor, Rural Landowner or Occupier

2

4

SCD

No

Conservation District Supervisor, Rural

2

2

SCD

Last Name

Johnson

Suffix

State

SD

Zip

57501